

CITY OF LEMON GROVE

Class Title: **Administrative/Accounting Assistant**
Department: **Finance**

GENERAL PURPOSE

Under general supervision, perform a variety of routine and complex administrative work in keeping official records, providing administrative support to the Finance Director and perform responsible financial clerical work in the keeping and/or processing of financial records, maintain the City's website and providing IT assistance as support for the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Finance Director and the Accounting Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond professionally and efficiently to public inquiries by phone and in person;
- Perform responsible activities of the Finance Department including general accounting, purchasing, fixed asset management, budget analysis, and grant accounting;
- Respond to inquiries regarding Accounts Payable, Accounts Receivable and citations;
- Provide responsible staff assistance to the Finance Director and Accounting Analyst;
- Prepare a variety of financial reports;
- Maintain fixed asset records;
- Process departmental requisitions;
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining records;
- Maintain the City's website
- Provide basic IT support
- Act as City's liaison between software vendors; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- College course work, an associate's degree or a bachelor's degree from an accredited college with emphasis in accounting or related field; and
- Two years of increasingly responsible clerical accounting experience, preferably in a governmental or municipal setting.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- General and fund accounting procedures and terminology;
- Principles and procedures of financial record keeping and reporting;

- Principles and practices of computer-based automated accounting systems;
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.
- Website design and maintain
- Basic IT functions

ABILITY TO:

- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding personnel issues.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate office equipment.

Work Environment

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: June 2, 2015